



Minutes for CCAC Meeting

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| Date of Meeting: November 8, 2006 |
| Name of Committee: CITY CENTER ADVISORY COMMISSION |
| Meeting Place: Red Rock Creek Conference Room, 13125 SW Hall Blvd |
| Notes taken by: Doreen Laughlin, City Administrative Specialist II |
| Called to order by: Carl Switzer, Chairman |
| Time Started: 6:40 PM |
| Time Adjourned: 9:13 PM |

Commissioners Present: Carolyn Barkley; Gretchen Buehner; Alexander Craghead; Alice Ellis Gaut; Suzanne Gallagher; Roger Potthoff; Chairman Carl Switzer

Commissioners Absent: Ralph Hughes (Alternate); Lily Lilly

Others Present: Lisa Olson, Jeremy Vermilyea

Staff Present: Phil Nachbar, Sr. Planner; Doreen Laughlin, City Administrative Specialist II

Agenda Item #1: Welcome and Introductions: Jeremy Vermilyea was introduced to the group.

Important Discussion and/or Comments: Mr. Vermilyea met the other CCAC members and gave a brief rundown on his experience. He is a lawyer and is presently on the Tigard Planning Commission. Mr. Vermilyea will be replacing Commissioner Buehner on the CCAC.

Action Items (Follow-Up or Votes): None.

Agenda Item #2: Review/Approve Minutes: There was a motion to approve the minutes. It was seconded.

Important Discussion and/or Comments: None.

Action Items (Follow-Up or Votes): The motion to approve the minutes was voted on and the minutes were approved unanimously. No abstentions.

Agenda Item #3: Fanno Creek Park Master Plan RFP – Overview: Phil Nachbar distributed copies of the Summary of Fanno Creek Master Plan RFP Memo (Exhibit A), as well as a map of Fanno Creek Park and the Public Use Area (Exhibit B).

Important Discussion and/or Comments: Nachbar explained that the RFP is a “Request for Proposal” requesting that consultants submit proposal to design Fanno Creek Park (a linear park of 21.8 acres), and the Public Use Area (plaza). He referred to a map of the park that he’d mounted on the whiteboard. He spoke about the Tigard Downtown Green Connections. The question was asked as to whether there would be changes to the trails. Nachbar noted that there would likely be changes to the trail system. There was discussion as to the importance of preserving wetlands - the key being to encourage people to appreciate and view the wetlands, but not trample them. Nachbar reviewed the memo to the City Council (Exhibit A) and gave the proposed timelines. It was noted that some of the dates were incorrect. (The dates on Exhibit A have been corrected.) There was some discussion about the funding of the Plaza and where it would be located. Nachbar stated that the exact location was not clear, but that it would be somewhere between the park, and the potential Urban Creek Corridor across Burnham Street.

Other items discussed:

- SDC funding / Urban Renewal funding.
- Design direction.
- Habitat restoration.
- Steering Committee – suggestions for members – Page Stevens and Alex Tancuan were noted as possible members. Commissioner Barkley said that someone she knows from the Ash Street neighborhood area could potentially be a good steering committee member. She will forward his name to Mr. Nachbar. The steering committee will meet monthly, and will give feedback to the CCAC.

Action Items (Follow-Up or Votes): None at this time.

Agenda Item #4: FY 07-08 Council Goals – CCAC Recommendations:

Important Discussion and/or Comments: Phil Nachbar passed out the Tigard Downtown One Year Work Program (Exhibit C) and the Tigard Downtown 3 Year Action Plan (Exhibit D) to remind members of the work schedule over the next 6 months. Nachbar directed a goal setting exercise in preparation for the CCAC recommendations to City Council for FY 07-08 goals for Downtown. Each Commissioner received six strips of paper and was asked to list goals by order of priority – from number one priority to number six. Commissioner Buchner provided input that the “goals” would be what the CCAC believes should be happening in the Downtown area within the next year. She went on to explain that they will then present these main goals to the City Council as their suggestions regarding goals for Downtown. She stated that the City Council will take these suggestions into consideration at their own goal setting session when deciding what goals they will have for the next year. Only CCAC Commissioners wrote the goals down. Those who were attending the meeting, but are not CCAC members, did not submit written goals. They were, however, encouraged to make verbal comments after the suggested goals were written down. Commissioner Potthoff suggested that, rather than simply submitting a “wish list”, it was important that the goals be:

- Specific
- Attainable/Realistic
- Measurable

The commissioners agreed that these were important points. After the strips of paper with the prioritized goals were turned in, Chairman Switzer read them off and they were written on the whiteboard. Phil Nachbar presented his own ideas of FY 07-08 / Council Goals (Exhibit E) for review and comments by the commissioners. He stated that they are just his suggestions and that the Commission could decide to incorporate some of them into their list – or not. He said that he came up with this list of goals by looking at the CCAC “Work plan” (Exhibit C) and thinking “What makes sense?” Commissioner Gallagher noted that goals are important. She stated that the CCAC needs to know what the goals are, and then let the public know. Commissioner Potthoff stated the idea that the property owners as well as the business owners need to be aware of these goals as well, and that the CCAC needs to help them realize that the changes can be a good business opportunity for them.

Action Items (Follow-Up or Votes): Phil Nachbar will take the collective thoughts from the exercise and provide everyone, via email, with a set of goal recommendations which the CCAC could concur with, or modify. Commissioners may then provide comments to Chairman Switzer who will then provide Nachbar with a final list for transmittal to the City Council.

Agenda Item #5: MTIP Projects – CCAC Letter of Support: Phil Nachbar presented the Commissioners with two letters prepared by Associate Planner, Duane Roberts, to Metro in support of the MTIP projects “Tigard Main Street Retrofit” (Exhibit F) and “Downtown Main St / Transit Center re-design” (Exhibit G).

Important Discussion and/or Comments:

Nachbar noted that these projects are in the public comment phase. \$2.5M could potentially be allotted for Main Street and \$160,000 for the Transit Center re-designs. He said that these grants are still “in the running” and that they had a chance to be awarded. Nachbar suggested that one or two CCAC members might want to attend the westside “listening post” (scheduled for November 13 at the Beaverton Community Center). He also suggested that the commissioners email their support of these projects and noted that, in this instance, “numbers do count.” He stated that comments could be emailed to trans@metro.dst.or.us and that more information on these projects can be found at <http://www.tigard-or.gov/downtown/support.asp>. The commissioners looked over both letters and decided that they were well written and agreed that they should be sent out. It was decided that all of their names would be included on the letter so that the letter might carry a bit more “weight”, and possibly be more closely considered.

Action Items (Follow-Up or Votes): Phil Nachbar will email the letters (with the added names) to Chairman Switzer for his signature and Switzer will sign them using his electronic signature.

Agenda Item #6: CCAC Downtown Outreach Involvement

Important Discussion and/or Comments: Phil Nachbar passed out 3 pages of feedback from the 10/24 Outreach Meeting (Exhibit H). He noted that he agreed with Lisa Olson who had, in an email, commented that numbers aren’t everything but that the “quality” of people who showed up is very important and that, all in all, the results of the meetings were very positive.

Commissioner Potthoff commented on what he understands the function and role of the CCAC is to be. He said that he believes that the CCAC’s function and role is to advise the City Council - as opposed to “selling” anything to the community. He suggested that a citizen advisory outreach committee be formed to reach out to the constituencies, rather than using the CCAC in that capacity. He said that he doesn’t want to “sell” anything but that he’s on the CCAC because he wants to be part of a considered deliberation to come up with the best possible plan. Nachbar noted that the bylaws do not state that the CCAC promotes, or even necessarily “works with”, the citizens. He said their role is to work on projects within the Urban Renewal Plan and amendments to the Urban Renewal Plan. He stated that the

commission is there to advise the City Council on those projects. He also noted that, from time to time, “open houses” are held to inform the public and, since the CCAC is so well informed as to the projects, it is natural that they would have the opportunity to take on the role of “informer” from time to time. One of the commissioners noted the preference is that these open houses are held only once or twice per year. Commissioner Gallagher mentioned that it is important that any maps used in these meetings are up-to-date, and not outdated, so people can see what is current, as opposed to “the past”. Commissioner Potthoff reiterated his feelings that there needs to be a standing citizen advisory committee dedicated to public information and outreach, and that this is not the CCAC’s role. It was suggested to Commissioner Potthoff that he contact Liz Newton (Assistant City Manager) regarding this sort of committee.

Commissioner Craghead noted that at the recent outreach meetings he’d conversed with some people who were interested in attending the CCAC meetings. He reported that they’d said that they would like to have the agenda well ahead of time so that they could determine whether that particular meeting was of interest to them. Chairmen Switzer recommended that something be listed in Cityscape to advertise the fact that the CCAC is open to the public. Commissioner Buehner said that CCAC meetings are not listed in the Community Connector either. Commissioner Potthoff suggested that, especially if the push for public involvement were to take place, the CCAC meetings become more streamlined, so the public would not regret attending. He stated the importance of relevant, focused and interesting meetings – especially when the public is invited to attend.

Action Items (Follow-Up or Votes):

- Commissioner Potthoff will speak to Liz Newton and others regarding the formation of a specific “community outreach” type committee.
- The CCAC meeting dates and times will be listed in Cityscape and advertised as inviting public involvement.

Agenda Item #7: Six Month CCAC Work Plan

Important Discussion and/or Comments: Due to time constraints, this agenda item was tabled to the next meeting.

Agenda Item #8: Other Business


Important Discussion and/or Comments:

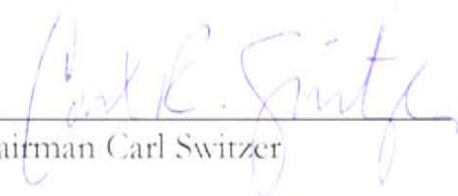
For the next meeting:

- Chairman Switzer stated that, now that the new bylaws are in place, the Commission needs to elect a chairman of the CCAC. He also noted that there's a need to think about whom to unofficially recommend for the CCAC to Council.
- Chairman Switzer also suggested that the commissioners contemplate who they might want to recommend to Council as new steering committee member(s).
- Switzer noted the CCAC meeting schedule might need to be re-visited. The question being - will the CCAC meetings stay at once a month, or go back to twice a month? He said that this needs to be considered and will be discussed at the next meeting.

Commissioner Buchner is planning a get-together at her home in December - to include the CCAC and Staff. Sunday, December 17th, was settled on as the date that most could attend.

Action Items (Follow-Up or Votes): None


Doreen Laughlin, City Admin. Specialist II

ATTEST: 
Chairman Carl Switzer